

# Custom Utilities

<b>Overview</b>	<p>The Custom Utilities is a list of all utilities which are available to any AEA. Utilities are developed specifically for an AEA or for statewide use.</p>
<b>Uniform Data Entry Procedure</b>	<p>At this time, there are no Uniform Data Entry Procedures related to Custom Utilities.</p>
<b>Access to Screen</b>	<p>From the Main Menu, select Custom Utilities under the Utilities section.</p> <div data-bbox="493 741 1479 1367" style="border: 1px solid black; padding: 10px; background-color: #f9f9f9;"> <p style="text-align: center;"><b>Area Education Agency IMS</b> Custom Utilities</p> <ul style="list-style-type: none"> <li>Add a Zip Code</li> <li>AEA 10 - Reset Filing Label Field</li> <li>AEA 13 - Student Evaluations</li> <li>Change a Building Number</li> <li>Change a Class Number</li> <li>Change a Staff Assignment</li> <li>Change a Child's ID</li> <li>Close Intervention Activities</li> <li>Close Interventions that have no open Activities</li> <li>Convert A District To Leveling</li> <li>Fix A Duplicate Child</li> <li>Fix Empty Activity Begin Date</li> <li>Fix A Duplicate Child</li> <li>Fix A Duplicate Adult</li> <li>Fix A Duplicate Staff</li> <li>View Deleted Students</li> </ul> <p style="text-align: center;"><a href="#">Main Menu</a></p> </div>
<b>Add a Utility</b>	<p>The programmers at the CPC maintain this list of Custom Utilities.</p> <p>An AEA which wishes to request a custom utility may either submit a request for the custom utility or contact the IMS project manager for further information.</p>
<b>Run a Utility</b>	<p>If a data entry person is unfamiliar with the purpose of a utility or how to run a utility, he/she is strongly encouraged to contact the CPC prior to starting a utility.</p>